



## Mid-Year Election Updates & Reminders

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## Candidate Certification to Counties

- August 26, 2016 (noon)
  - Federal, statewide and state legislative candidates EXCEPT President & Vice President
    - Includes Democrat, Republican, Libertarian and independent candidates
  - Declared write-in candidates
    - Separate list included in the candidate certification packet
  - Statewide public question
  - Judicial retention questions



Challenges may be heard after certification, so there is a possibility for this certification to be amended.

## Candidate Certification to Counties

- September 15, 2016 (noon)
  - Deadline for state to certify names and addresses of President and Vice-Presidential candidates
- September 19, 2016
  - Deadline to print and deliver absentee ballots



Don't forget! All ABS ballots, including military & overseas voter requests, must be mailed no later than September 24

IC 3-10-4-5 | IC 3-11-4-13, -14, -15

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## Ballot Building

- General instruction to voter
- Public questions
- Straight Party Device
- Individual PARTISAN offices
  - NEW! At-large candidates now appear in a different spot!
- School Board offices
- Judicial Retention question(s)



Indiana Election Division is available to review ballots, upon request; however, the County Election Board is responsible for final approval and ratification

IC 3-11-2-8 | IC 3-11-2-10 | IC 3-10-14-3 | IC 3-11-13-11 | IC 3-11-14-3.5

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## Ballot Instructions

- Order of Instructions
  1. Criminal penalty statement
  2. General instructions on marking ballot\*
  3. Independent candidate and ticket instructions\*
    - Only applies if independent candidates for president and/or governor file
  4. Write-In instructions\*
  5. Straight party vote instructions\*\*
  6. Special presidential elector instructions\*\*

(\*): must appear at the top of a ballot card (optical scan); on the DRE, may appear on screen OR be printed and posted in the voting booth

(\*\*): for ballot card (optical scan) & DRE - may appear at the top of a ballot OR placed on a ballot above the straight party device OR printed and hung inside the voting booth

IC 3-11-2-8 | IC 3-11-13-11 | 3-11-14-3.5 | IC 3-10-4-3

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## Ballot Instructions

- Criminal penalty statement
  - Must be printed on the ballot
  - Must be placed at the extreme top of the ballot
  - Must be underlined
  - Must appear as written below:
    - “It is a crime to falsify this ballot or to violate Indiana election laws.”

IC 3-11-2-7

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## Ballot Instructions

- General instruction for marking ballot
  - No suggested form in statute; generally:
    - Must be in English
      - or any other language CEB considers necessary
    - Must be clear, concise, and written so the voter will not be confused about the effect of the his/her voting mark or vote

IC 3-11-2-8

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## Ballot Instructions

- Independent candidate/ticket instructions
  - Used **ONLY** if an independent ticket for President/Vice President or Governor/Lt. Governor appears on the ballot
  - Should be as close to this statement as possible:
    - “A vote cast for an independent ticket will only be counted for the candidates for President and Vice President or governor and lieutenant governor comprising that independent ticket. This vote will **NOT** be counted for any **OTHER** independent candidate appearing on the ballot.”

IC 3-11-2-10(d)

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## Ballot Instructions

- Write-In instructions
  - Should be as close to the this statement as possible:
    - “A write-in vote will NOT be counted unless the vote is for a DECLARED write-in candidate. To vote for a write-in candidate, you must make a voting mark on or in the square to the left of the name you have written in or your vote will not be counted.”

IC 3-11-2-10(e)

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## Ballot Instructions

- Straight party voting instructions
  - Changed by SEA 61, instruction should be as close to this statement as possible
    - “(1) To vote a straight (insert political party name(s)) ticket for all (insert political party name(s)) candidates on this ballot, except for candidates described in (2) below, make a voting mark on or in this circle and do not make any other marks on this ballot. **(2) To vote for any candidate for an at-large (insert county council, city common council, town council, or township board if those offices appear on the ballot), you must make another voting mark for each candidate you wish to vote for. Your straight party vote will not count as a vote for any candidate for that office.** (3) If you wish to vote for a candidate seeking a nonpartisan office or on a public question, you must make another voting mark on the appropriate place on this ballot.”

IC 3-11-2-10(c)

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## Ballot Instructions

- Special presidential elector instructions
  - Should be paired with the straight party voting instructions
  - Should be as close to this statement as possible:
    - “A ballot cast for the named candidates for President and Vice President of the United States is considered a ballot cast for the slate of presidential electors nominated by that political party or independent candidate.”



Where do straight party & presidential elector instructions appear if printed on the ballot? It depends:  
 Ballot Cards (Optical scan) – beside or above the party name  
 DRE (electronic touch screen) – where instructions are placed, generally

IC 3-10-4-3

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## Ballot Order: Public Questions

- First: Public Questions
  - Ballot order of questions
    1. State constitutional amendment (if any)
      - WILL be an amendment question for November’s election
    2. Local public questions
      - Order questions based on file date and time, if more than one local question is filed in a jurisdiction



August 1 is the deadline for a local public question to be certified to the county election board for November’s election

IC 3-11-2-10(a) | IC 3-11-13-11(m) | IC 3-11-14-3.5(n) | IC 6-1.1-20-3.6 | IC 20-46-1-14

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## Ballot Order: Public Questions

- Public questions must appear in the following form:
  1. Explanatory text for the public question, if required by law
  2. Instructions to voter:
    - "To vote on this public question, make a voting mark on or in the square to the left of the word "YES" or "NO"."
  3. Text of the question in this form:

<input type="checkbox"/> YES <input type="checkbox"/> NO	"Shall (insert public question)?"
---	-----------------------------------

## Ballot Order: Straight Party Device

- Second: Straight party device
  - Ballot building requirements:
    - Name of political party or independent ticket
      - Democrat
      - Republican
      - Libertarian
      - Independent ticket (if applicable)
        - » ONLY put Independent ticket on ballot IF Election Division certifies an independent ticket for President & Vice President
    - Device (symbol) of political party or independent ticket

## Ballot Order: Offices

- Third: Offices on ballot, in the following order:
  - President and Vice President of the United States
  - US Senator
  - Governor and Lieutenant Governor
  - Attorney General
  - Superintendent of Public Instruction
  - United States Representatives
  - State Senator
  - State Representative

## Ballot Order: Offices

- Office order, con't.
  - Judge of the Circuit Court
    - if more than one division is on ballot, list in numerical order\*
  - Judge of Superior Court
    - if more than one division is on ballot, list in numerical order\*
  - Clerk of the Circuit Court
    - Clerk and other county offices in slides below may be placed on ballot before county judicial offices at CEB's discretion

## Ballot Order: Offices

- Office order, con't.
  - County Auditor
  - County Recorder
  - County Treasurer
  - County Sheriff
  - County Coroner
  - County Surveyor
  - County Assessor
  - County Commissioner
    - if more than one district is on ballot, list in alphabetical or numerical order according to designation given to district

IC 3-11-2-12 | IC 3-11-2-12.2 | IC 3-11-13-11(e) | IC 3-11-14-3.5(e)

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## Ballot Order: Offices

**NEW**

- Office order, con't.
  - County Council Member
    - ⚠ except for at-large\* (i.e. vote for more than one office)
  - Township board member (Marion County only)
  - Town Clerk-Treasurer
  - Town Court Judge
  - Town Council Member
    - ⚠ except for at-large\* (i.e. vote for more than one office)
  - County Council, At-Large\*
  - City Common Council, At-Large\*
  - Town Council, At-Large\*

IC 3-11-2-12 | IC 3-11-2-12.2 | IC 3-11-2-12.4 | IC 3-11-13-11(e) | IC 3-11-14-3.5(e)

\*Order changed by SEA 61 – place at end of partisan office but before school board offices (if any)

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## Ballot Order: Offices

- Office order cont.
  - School Board (with each candidate for the office being designated “nonpartisan”)
    - In order by district number designation
  - Retention of Judge of the Court of Appeals
    - In order by district number designation
    - If multiple judges from same district, then by alphabetical order by surname
  - Retention of Judge of Tax Court
  - Retention of local Judge
    - Lake & St. Joseph counties only
  - Local nonpartisan judicial offices
    - Allen & Vanderburgh counties only

IC 3-11-2-12.9 | IC 3-11-2-13 | IC 3-11-2-14 | IC 3-11-13-11(e) | IC 3-11-14-3.5(e)

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## Candidate Name Placement

- Candidate & Party Order
  - For straight ticket and candidates for office:
    1. Democratic OR Republican party/candidate
      - Order determined by whichever party’s candidate received the highest vote in the 2014 Secretary of State’s race
    2. Democratic OR Republican party/candidate
      - Order determined by whichever party’s candidate received the second highest vote in the 2014 Secretary of State’s race
    3. Libertarian party/candidate

IC 3-11-2-6 IC 3-11-13-11(g) | IC 3-11-14-3.5(g)

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## Candidate Name Placement

- Candidate & Party Order, con't.
  - For straight ticket and candidates for office, con't:
    4. Independent/minor party candidate
      -  – ONLY applies to candidate filing the CAN-19 & CAN-20
        - » In other words, independent candidates that qualified for their name to appear on the ballot
      - If multiple candidates, placement is based on when petitions were filed
    5. Write-in candidates
      -  – NO NAME is printed on the ballot; just a line!
        - » MUST include a write-in line for ALL federal offices, even if no declared write-in form (CAN-3) filed
        - » ONLY include a write-in line for state and local offices IF a declared write-in form (CAN-3) filed

## Candidate Name Placement

- Candidate & Party Order, con't.
  - In vote for more than one offices (e.g. At-Large)
    - If there are multiple candidates from same party
      - List names in alphabetical order by surname
  - School board races
    - List candidates in the same election district in alphabetical order by surname

## Office Specific Instructions

**NEW**

- Vote for one offices
  - Place instruction between office title and first candidate
    - “Vote for one (1) only.”
- At-Large offices
  - Changed by SEA61, these instructions MUST be placed between office title and first candidate:
    - “Vote for not more than (insert the number of candidates to be elected) candidate(s) for this office. To vote for any candidate for this office, you must make a voting mark for each candidate you wish to vote for. A straight party vote will not count as a vote for any candidate for this office.”

IC 3-11-2-12.4 | IC 3-11-2-12.7 | IC 3-11-13-11(f) | IC 3-11-14-3.5(f)

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## Office Specific Instructions

- School Board offices
  - Place instructions between office title and first candidate
    - “Vote for not more than (insert the number of candidates to be elected) candidate(s) for this office.”

IC 3-11-2-14.5 | IC 3-11-13-11(j) | IC 3-11-14-3.5(j)

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## Ballot Layout: Paper Ballots

- Straight Party device
  - Image must be enclosed in a circle not less than 3/4 inch in diameter
- Candidate names
  - Must be 3/4 inch apart from the center to center of the name
- Marking device (oval, square, etc.)
  - A 3/8 inch square to the left of each name or each party device in straight ticket
- Public question & Judicial retention questions
  - Must be placed in its own column



These requirements ONLY apply to traditional, hand-count paper ballots. Please see other slides for ballot card (optical scan) and DRE (electronic ballot) requirements.

IC 3-11-2-9 | IC 3-11-2-10(f)

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## Ballot Layout: Ballot Cards

- Ballot card (optical scan ballot) layout requirements:
  - Straight party device (image of party “mascot”)
    - Must be uniform in size and appear beside or below the party name
  - Candidate names
    - Must be printed with uniform capital letters
    - Have uniform space between each name
  - Party name (or “independent,” if applicable)
    - Must be placed to the side or below the candidate name or straight party device
    - Must be of uniform size and type
  - Place for voting mark may be:
    - A single connectable arrow, or a circle, oval, or square

IC 3-11-13-11 | IC 3-11-13-12

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## Printed Ballot Requirements

- Paper must be of uniform size and quality
- Ballot styles
  - “variation codes” may be printed on the ballot
    - Used to identify precincts or splits to allow poll worker to provide voter with correct ballot in the precinct



Requirements apply to hand-count paper ballots and ballot cards used by optical scan systems

IC 3-11-2-3 | IC 3-11-13-11 | IC 3-11-2-10(g) | IC 3-11-2-7 | IC 3-11-13-11(k) | IC 3-11-14-3.5(k)

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## Printed Ballot Requirements

- Poll Clerk initials
  - Must include a line or box for clerks to initial
    - Applies to paper ballot & ballot card (i.e. optical scan ballot)
  - Vote Center counties:
    - Ballot on demand printer MAY print ballots with clerks initials as captured by the ePollbook



Requirements apply to hand-count paper ballots and ballot cards used by optical scan systems

IC 3-11-4-19 | IC 3-11-11-4 | IC 3-11-13-28.1 | IC 3-11-13-28.2

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## Printed Ballot Requirements

- Absentee ballots
  - Signature and seal of clerk
    - Use uniform “generic” seal if clerk is a candidate for office on the ballot
      - Generic seal for each county will be available for download through new county portal



Technically, the signature and seal of clerk only need to appear on printed absentee ballots. Many counties include the signature and seal on Election Day or provisional ballots, which is fine.

IC 3-11-4-19 | IC 3-11-11-4 | IC 3-11-13-28.1 | IC 3-11-13-28.2

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## Ballot Layout: DRE

- DRE (electronic system) ballot requirements:
  - Straight Party device
    - Must be uniform in size and appear beside or below the party name
  - Candidates names
    - Must be printed with uniform capital letters
    - Have uniform space between each name
  - Party name (or “independent” if applicable)
    - Must be placed to the side or below the candidate name or straight party device
    - Must be of uniform size and type

IC 3-11-14-3.5 | IC 3-11-15-13.1

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## Ballot Layout: DRE

- DRE (electronic system) ballot layout requirements:
  - Ballot label must have touch sensitive point or button for vote to make a voting mark
    - Ballot label is another word for the machine's screen
  - Unique designation for candidates
    - In addition to the candidates' names, the CEB may use a uniform, unique designation
      - In other words, instead of John Smith, ballot label could say 5C John Smith

IC 3-11-14-3.5 | IC 3-11-15-13.1

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## Ballot Reminders

- Provisional ballots
  - Generally, prepare provisional ballots using paper ballot rules
    - Some counties use regular ballot card with special 'provisional' notation applied by sticker or printing, and that's OK
- Federal Only ballots
  - Used by military & overseas voters whose return to Indiana is "uncertain"
    - These voters are considered to be a voter in the precinct where the county VR office is located
    - Counties with split congressional district use district where county VR office is located NOT where overseas voter was living before he/she went overseas
- Presidential Only ballots
  - Used by voters who move from Indiana less than 30 days before the election

IC 3-11.7-1-3 | IC 3-11-4-8 | IC 3-10-10

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## SEA 61 Impact on Ballot Building

**NEW**

- Straight Party Device instructions
  - MAY be printed on the ballot OR be printed and hung inside of the voting booth
- Ballot Order Changed!
  - At-Large races moved near bottom of ballot
    - Found below all partisan offices, but before school board races and judicial retention questions
- MUST include additional instructions under office
  - Notes straight party does NOT apply to at-large races
    - See slide 23 for specifics

IC 3-11-2-10(c) | IC 3-11-2-12 | IC 3-11-2-12.4 | IC 3-11-2-12.7

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## Expect a Busy Election Season!

- Primary turnout was 38% statewide
  - Second only to 2008 (40%)
    - 2008: 4.31M registered voters; 1.72M voted in '08 primary
    - 2016: 4.71 M registered voters; 1.77M voted in '16 primary
  - High absentee voter turnout
    - 2008: 185,000 absentee voters (11% of total turnout)
    - 2016: 300,000 absentee voters (16% of total turnout)
      - Election Division has already gotten calls from voters asking for absentee ballot applications for November's election!
- Voter registration interest was high
  - About 376,500 Hoosiers engaged in a registration activity between 12/1/15 and 4/7/16
    - Online voter registration represented about 39% of this total!

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## Be Election Ready

Long lines of voters aren't always a sign of excitement; it also can be a result of unrealistic planning.



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## Be Election Ready

- Avoiding long lines
  - Open additional satellite early voting locations
    - Alleviate Election Day stress and traffic by providing more options to vote early
    - Unanimous vote by CEB can approve additional locations, days, voting hours
      - No statutory deadline for satellite resolution decision
      - Vote center plans, if already adopted, can be amended at any time



IC 3-11-10-26.3 | IC 3-11-18.1-15

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## Be Election Ready

- Avoiding long lines
  - Back-up poll workers
    - CEB appoint assistant poll clerks or in a vote center county, amend the plan
  - ePollbook connectivity
    - Test equipment at the Election Day site to ensure WiFi or hardwired systems are a “go”
    - Can you use and/or rent air cards for back-up?
    - Do you have plan to print back-up paper poll book at office to courier out?



IC 3-6-6-3

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## Be Election Ready

- Avoiding long lines
  - Double check paper ballot supplies
    - Precinct Sites:
      - For general election, print 1 ballot for each registered voter in the precinct using optical scan system
    - Vote Center
      - Double check ballot paper stock for BOD printers
  - DRE-exclusive counties
    - Have paper ballots as back-up
    - Evaluate whether or not to send additional equipment out



IC 3-11-3-11 | IC 3-11-18.1-4

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## Be Election Ready

- Military & Overseas Voters
  - Saturday, September 24
    - Deadline to mail ALL absentee ballots
      - Don't forget those ongoing MOS apps from the May primary election!
    - U.S. Department of Justice is monitoring delivery of ABS ballots to military & overseas voters



IC 3-11-4-18 | IC 3-11-4-17.5

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## Accessibility

- ALL polling locations and vote centers must be accessible to ALL voters
  - Required by federal law: 52 USC §§ 20101-20107
  - Required by state law: IC 3-11-8-1.2



When evaluating a site and its layout, ask yourself whether someone with a disability would be able to vote comfortably, without undue stress, risk, or embarrassment.

IC 3-11-8-1.2

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## Accessibility

- Site evaluation
  - Is voting on the same building level as the entrance?
    - If not, is the elevator or lift working?
    - Do you have a back-up plan to move voting to the main level if disability devices fail?
  - Are there stations to vote where a wheelchair user or elderly person can sit to complete their ballot?
  - Do all sites have headphones & other accessibility needs for ADA-compliant voting systems? Are poll workers properly trained to use them?



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## Accessibility

- Site evaluation
  - Is there ample disability parking for voters (and poll workers)?
    - If not, can you create temporary spaces with cones and wheelchair parking signs?
    - Is there enough space for a car with a lift to use the accessible parking?
  - Where are the curb cuts located to access a sidewalk?
    - Are they close to the door?
    - If not, can you send out a portable ramp?



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## Accessibility

- Is the main entrance to the polling place clearly marked?
  - Do doors have a button to mechanically open for a voter?
    - If not, is there a call button stationed outside for a poll worker to come out to open the door?
  - If main entrance to voting site isn't accessible, is there another entrance to use?
    - Is this secondary entrance clearly marked?



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## Poll Worker Training Reminders

- If there are voters in line at 6PM, the polling location must stay open!
  - Look to IC 3-11-8-11 for how to mark those waiting in line
- College students
  - May be registered either at home or school
- No politicking
  - Political commentary is not allowed and inappropriate
  - No guessing as to who the person may vote for

IC 3-11-8-11 | IC 3-5-4.5-2 | IC 3-5-5-7 | IC 3-14-3-16

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## Poll Worker Training Reminders

- **NEW At-Large Race ballot instructions**
  - If not included on ballot or machine, **MUST** be hung inside the voting booth
    - CEB has discretion whether or not to include at-large race ballot instructions at the top of the ballot or on DRE screen
    - Do not confuse this with the additional instructions required under the office name down-ballot
- **Review voter registration fail-safe instructions**
  - Page 22 of Election Day Handbook

IC 3-10-1-19 | IC 3-11-2-8

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## Statewide Voter List Maintenance

- Two-part notification process:
  - Card 1 sent to every active voter in SVRS as of 5/13/16
  - Card 2 mailed to voters IF card 1 was returned as undeliverable
    - Card 2 allows:
      - voter to update or cancel registration OR
      - VR official to put voter in inactive status if card returned as undeliverable
        - » Reverts to active status IF voter votes in at least one election over two federal election cycles



VLM does NOT cancel a voter's registration unless:

- 1 – voter self-cancels using option 2 on card #2
- 2 – card returned with deceased AND county VR confirms through independent verification (DoH, obituary)
- 3 – inactive voter fails to vote in at least one election in two federal election cycles

IC 3-7-38.2-17

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## VLM

- **First mailing finished late May**

**Election Day is Tuesday, November 8, 2016!**

- If you are  you are not required to take any action.
  - If you are not  please write "No Longer Lives Here" on the front of this postcard and place in your mail receptacle.
- At [indianavoters.com](http://indianavoters.com) you can:
- Locate your polling place.
  - Find out who's on your ballot.
  - Help family and friends register to vote.
- Thank you!



IC 3-7-38.2-17

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# VLM

- **Second mailing starting**

- Sent to “undeliverable” card 1 recipients
- Card is forwardable to voter’s new address
- Mailing occurs on a rolling basis

Dear \_\_\_\_\_, please return this postcard no later than August 5, 2016 or disregard if you are not the addressee on this postcard.

Residence Address: 195 Ashland Cove Ln Lot 6 Vevey IN 47643  
Mailing Address: 195 Ashland Cove Ln Lot 6 Vevey IN 47643-8879

7758878

County: Switzerland 78

SELECT ONLY ONE

#1 The above residence address is my current residence address.

#2 I have moved my residence OUTSIDE of Switzerland County. (Please contact your new county voter registration office to register to vote.)

#3 My residence address has changed WITHIN Switzerland County to:

Street Address (no P.O. Boxes) City State/Zip

If mailing address has also changed and mailing address is different from above:

Mailing Address City State/Zip

I swear or affirm, under the penalties for perjury, the accuracy of the information I provided. If I selected #2 above, I authorize my voter registration record at any previous residence address to be canceled. If I selected #3 above, I authorize my voter registration record to be updated.

You must SIGN this card for it to be valid.

SIGNATURE

IC 3-7-38.2-17

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# VLM

- **Training & Key Dates**

- ES&S: reviewing image viewer functionality
  - Image Viewer Training available on Fridays
  - Key data dates
    - June 10: image viewer records ‘go-live’ to view card 1
    - June 17: image viewer records ‘go-live’ to view card 2 AND start work on card 2 exceptions
      - » Weekly (Friday) upload by ES&S
- Quest: managing VLM data impacting SVRS
  - On-line Training: June 14 & 15
  - Key data dates
    - June 14: First export of VLM data from image viewer to SVRS
    - June 21: Changes are visible to voter records, after county accepts VLM hopper records
      - » Weekly (Tuesday) export from image viewer to SVRS



VLM mailer\* work must STOP on August 10, 2016;  
can resume after December 1, 2016

IC 3-7-38.2-3 | IC 3-7-38.2-17

\*Some VLM-type activity may occur in the 90-day window, see IC 3-7-38.2-3

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## VLM Questions

- ES&S
  - Questions related to the image viewer functionality
  - Contact: [VLMproject@essvote.com](mailto:VLMproject@essvote.com)
- Quest
  - Questions on SVRS record updating
  - Contact Help Desk: 1-888-467-8771
- Indiana Election Division
  - Advice on interpreting responses on card 2
  - Contact: 317- 232-3939

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## Questions

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